



## Turnitin Instructor User Manual

### Chapter 4: GradeMark®

Updated August 23, 2011

## GradeMark® Paperless Grading

### Introduction

With GradeMark® an instructor is able to edit and grade student papers online. The instructor can add comments within the body of the paper, point out grammar and punctuation mistakes, evaluate the paper against qualitative or quantitative rubrics, assess the student's performance within the class and enter a grade for the paper that is automatically saved into GradeBook (optional). GradeMark offers a grammar and spelling checker, e-rater, to automatically scan and mark up papers with grammar and spelling errors. GradeMark is currently designed for full compatibility with the following browsers:

Internet Explorer 7.x and 8.x (Windows)

Mozilla Firefox 3.x (Windows, Mac OS X)

Google Chrome 4 and above (Windows, Mac OS X)

Safari (Mac OS X)

Other browsers can be used to view or access this product but may not have access to the full functions and features. GradeMark is best used with one of the approved browsers.

 **Note:** GradeMark works best when the text of the submissions have double spaced text.

An instructor can access the GradeMark system from any one of four locations within Turnitin:

- the assignment inbox
- a student portfolio
- viewing a paper after clicking on the paper title
- from the GradeBook grading page

To mark a paper in the GradeMark system from the assignment inbox, student portfolio page, or GradeBook grading page the instructor will click on the pencil icon under the grade column to the right of the paper that needs to be marked. A new window will open displaying the GradeMark interface. Using this interface, an instructor can add marks, general comments, and location specific comments to a student paper as well as entering a numeric grade.

TITLE	SIMILARITY	GRADE	RESPONSE	FILE
The Convicts Shadow	27%		.	
Groomed for Revenge	14%		.	

 **Note:** If no icon appears in the GradeMark column, then the paper has not been submitted by the student to the assignment.

## Grading Marks

The GradeMark system contains several tools and types of mark that instructors can use in grading and assessing papers. These include:

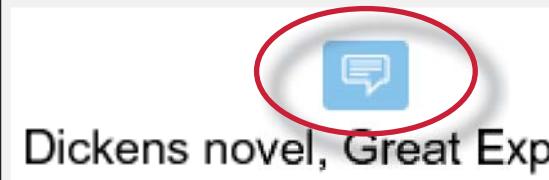
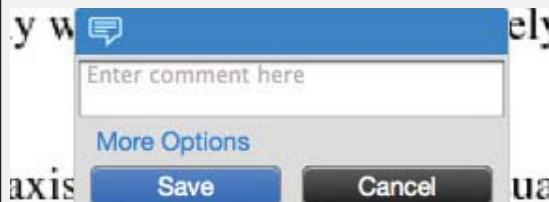
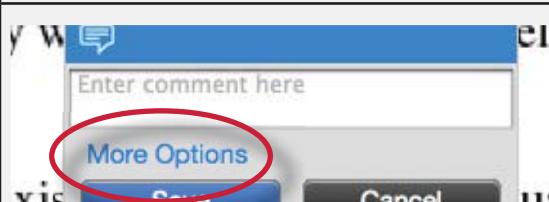
- comments
- inline comments
- QuickMark comments
- rubric scorecards
- general comments

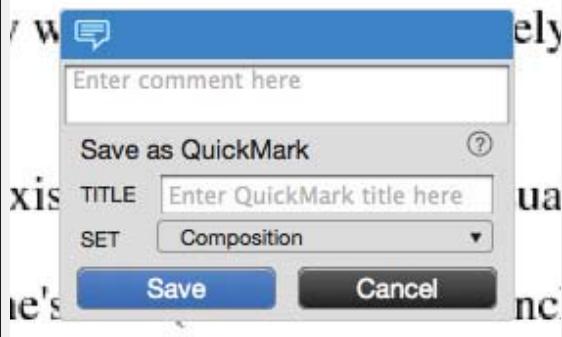
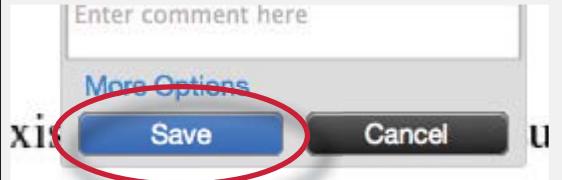
## Comments

A comment is equivalent to the notes that an instructor may write in the margins of a paper. A comment might be:

*"Your thesis is unfocused. Consider refining your thesis in subsequent versions of this paper."*

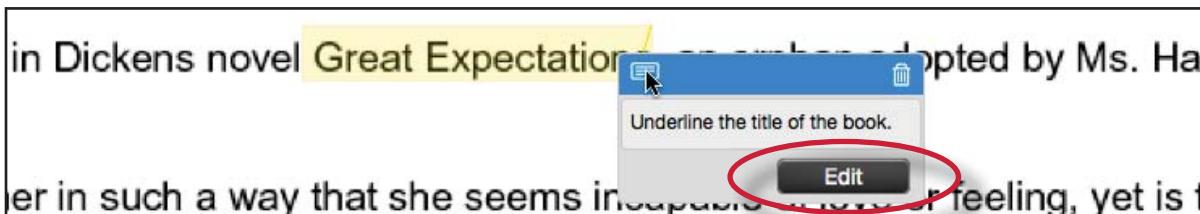
A comment may be up to one thousand characters in length.

Adding a comment to a paper:	
1. Click on the pencil icon for a submission to access the GradeMark interface	
2. Click on the point on the paper to add the comment to	
3. Enter text into the text field of the comment bubble	
4. (Optional) If you would like to make this comment into a reusable QuickMark comment, click on the More Options button	

<b>Adding a comment to a paper:</b>	
<p>4B. (Optional) Enter a title for the QuickMark. This title will be displayed on the paper.</p> <p>Select a set to add this QuickMark to by clicking on the <i>Set</i> drop down menu.</p> <p>Click <i>Save</i> to save the comment as a QuickMark</p> <p>Note: QuickMark comments that are not added to a set will be located within <i>All</i> in the QuickMark manager</p>	
6. Click the <i>Save</i> button to save the comment	

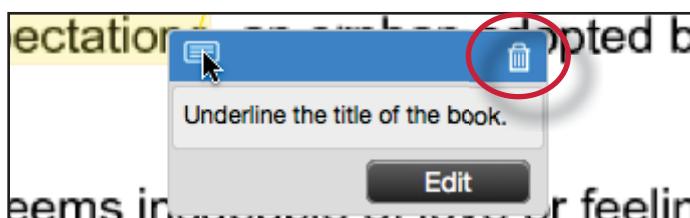
The comment will be added to the paper.

The comment can be edited at any time by hovering the cursor over the mark for the comment and then clicking the *Edit* button. Edit the comment and click *Save* to save any changes made to the comment. To move a comment, click and hold on the mark symbol and drag the icon to a new location.



## Deleting a Comment

A comment and the associated mark can be deleted by clicking on the mark symbol on the paper. Click on the trash can icon at the top right of the comment bubble to delete the mark from the paper.



## Highlighting Text for a Comment

An instructor can associate a highlighted section of text with a comment to reference a specific area of text.

<b>To associate a highlight with a comment:</b>	
1. Within the GradeMark interface select the text of the paper	within Great Expectations fester
2. Click anywhere within the highlighted text to open up a comment bubble	rel Great Expectations, ar
3. The selected text will be highlighted and the comment is placed where the highlighted section of text was clicked. Enter the comment into the text field of the comment bubble	Great Expectations, an orphan adopt that she seem: More Options Save Cancel
4. Click the <i>Save</i> button to save the comment	Enter comment here More Options Save Cancel
5. The comment icon will appear where the highlight was clicked. The comment icon can be moved away from the highlight and still be associated with the highlight by a connecting yellow line	Great Expectations,
6. To move the comment icon click on the icon and drag it to the new location, release the held click	el Great Expectations, ar

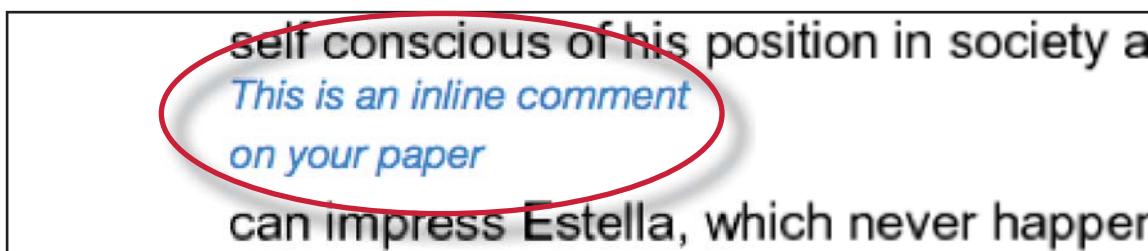
## Inline Comments

Inline comments allow instructors to add marks directly onto the paper. The inline comment appears as type overlaid on the paper.

To add an inline comment, click on the type tool button within the sidebar.



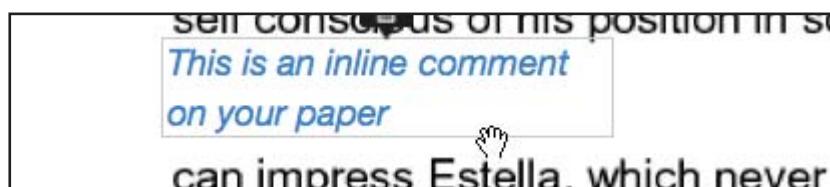
The user can click on the paper where the comment should begin. The inline comment will show up as a light gray highlighted box over which typing may be done. When finished, click elsewhere on the paper. The inline comment will appear as blue text directly on the paper. To edit an inline comment click directly on the inline comment's text and adjust the comment accordingly.



An inline comment can be deleted by moving the cursor over the comment and then clicking on the trash can icon that appears above of the inline comment. Deleted comments can be recovered by clicking on the *Undo* button at the bottom of the document viewer.



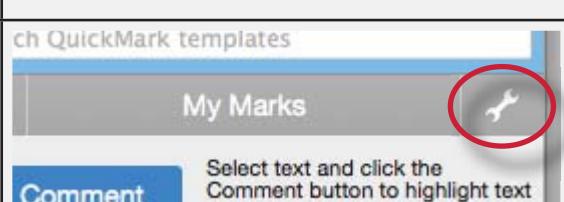
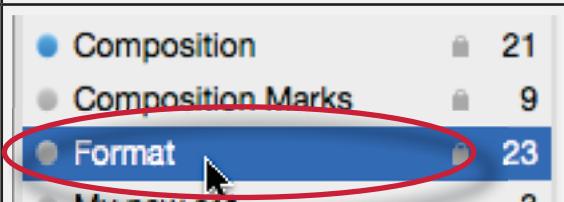
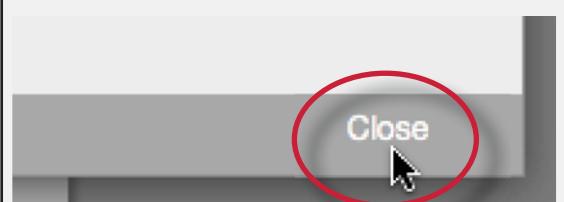
The inline comment can be moved by clicking on the inline comment's gray border and dragging the comment to a new location on the page. The cursor will transform into a hand notifying the user that a click will enable the inline comment to be moved. Releasing the mouse will affix the inline comment to the new location on the page.



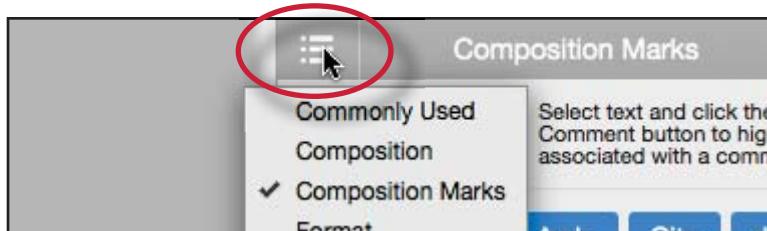
## QuickMark<sup>SM</sup> Comments

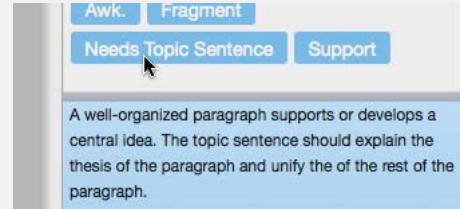
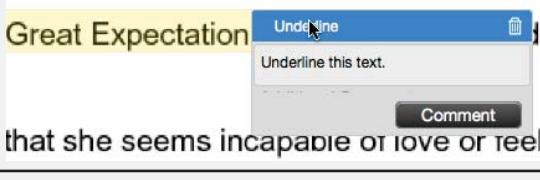
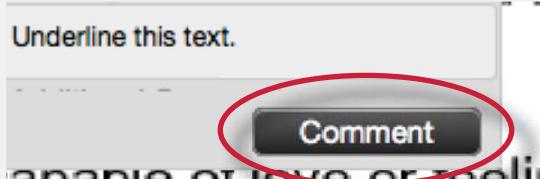
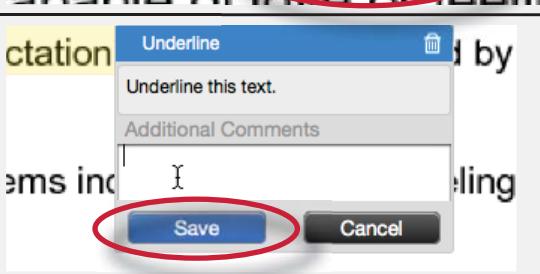
The QuickMark comments are commonly used or standard editing marks that instructors can utilize when editing and grading papers. The number and type of the QuickMark comments added to each paper in an assignment is tracked by the *Statistics* assessment tool available within the paper information window.

These marks are stored in sets found in the QuickMark Manager. The marks are added to a student paper from the QuickMark Sidebar. The GradeMark system automatically provides four QuickMark sets consisting of commonly used editing marks and standard corrections. Instructors can use these sets, create sets of their own, access a set shared by the Turnitin account administrator, upload a set provided by another teacher, or draw from a combination of sets.

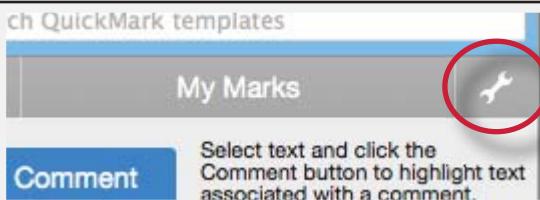
<b>To select the active QuickMark set for the QuickMark sidebar:</b>	
1. Click on the QuickMark Manager icon	
2. The active set has the circle next to its name filled in with blue. Click on the name of the set to add to the sidebar	
3. Click the <i>Make this the active set</i> link in the far right column	
4. Close the library by clicking on the <i>Close</i> link in the bottom right corner of the QuickMark Manager. The QuickMark comments within the active QuickMark set will now be displayed in the QuickMark sidebar	

To change the active QuickMark set without opening the QuickMark Manager, click on the QuickMark set list icon to the left of the active set name and select the set to use to mark up the paper.

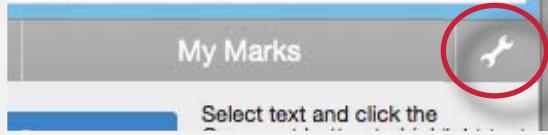
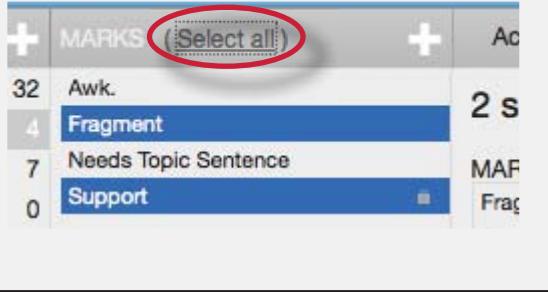
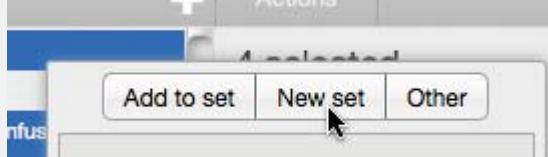
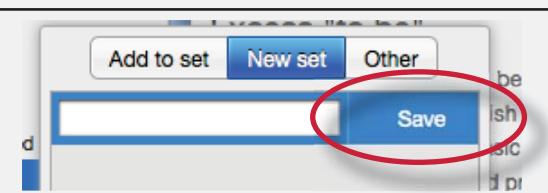


<b>To add a QuickMark editing mark to a paper:</b>	
1. If the QuickMark sidebar is not open, Click on the <i>QuickMark</i> button below the sidebar	
2. Click the QuickMark comment to add it to the center of the paper or click and drag the comment to the desired location on the paper. Hovering over a QuickMark will display the description of the mark in the blue tinted area below the QuickMark sidebar	
3. To associate a highlight with a QuickMark comment, select the text on the paper and then click on the QuickMark comment on the sidebar	
4. The QuickMark comment will automatically be placed at the end of the highlight	
5a. (Optional) Instructors can add additional comments to a QuickMark by clicking on the Comment button while hovering over a QuickMark comment	
5b. (Optional) Enter the comment in the text box and click <i>Save</i> to add the additional comment to the QuickMark	

## Creating QuickMark Sets

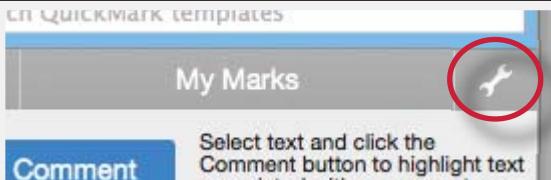
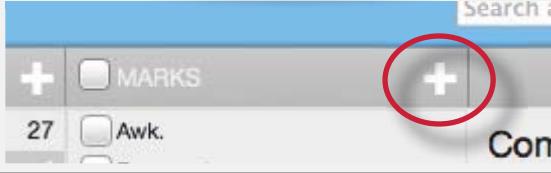
<b>To create a new empty QuickMark set:</b>	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	

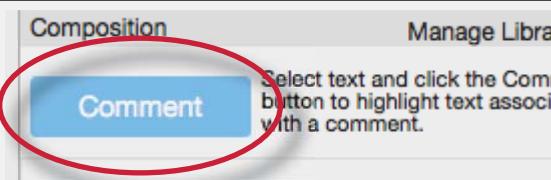
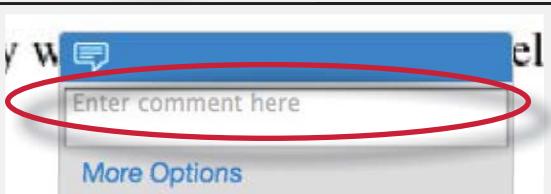
<b>To create a new empty QuickMark set:</b>	
2. Click on the “+” icon to the right of the SETS column header	
3. Enter the title for the new QuickMark set and then click Save	

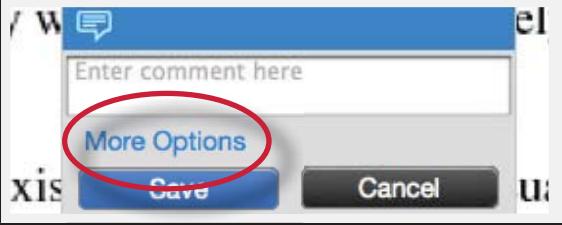
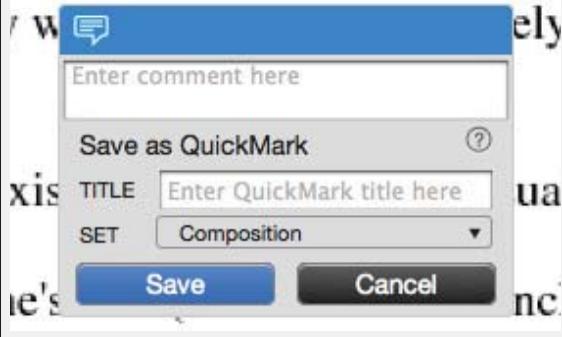
<b>To create a new set from selected marks:</b>	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on All above the set names	
3. Every QuickMark throughout all sets will be listed within the MARKS column. Select the Marks to copy. Multi select within the QuickMark manager can be done by holding the command button (for Mac users) or control button (for PC users) while selecting marks. To select all the marks click on the Select all link	
4. Click on the Actions link to the right of the MARKS column	
5. Click on the New set button	
6. Enter a name for the new set and then click on the Save button. The new set will be created with the marks that were selected	

## Creating QuickMark Comments

Instructors can create their own QuickMark comments in the QuickMark Manager or transform a regular comment on a paper into a QuickMark. This allows instructors to create class or curriculum specific marks that may not be part of the sets provided by Turnitin or the account administrator.

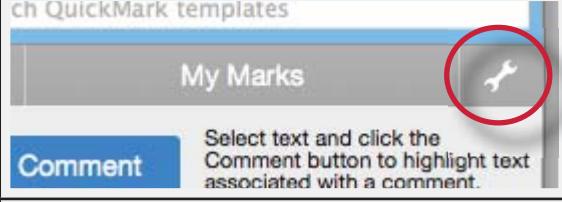
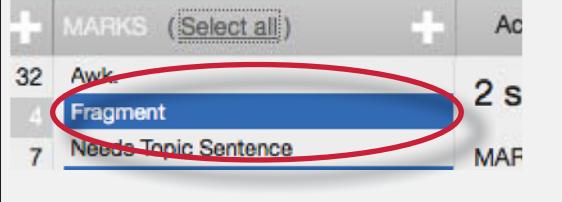
<b>To create a new QuickMark:</b>	
1. Click on the QuickMark Manager icon from the QuickMark sidebar	
2. Click the name of the set to add a new QuickMark to	
3. Click the "+" icon next to the MARKS column header	
4. Enter the following information for the new mark: • a title • a description	
5. Click <i>Save</i> to save the new QuickMark symbol into the selected set	

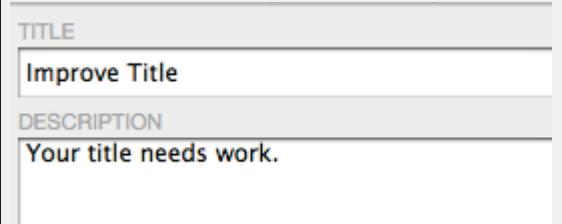
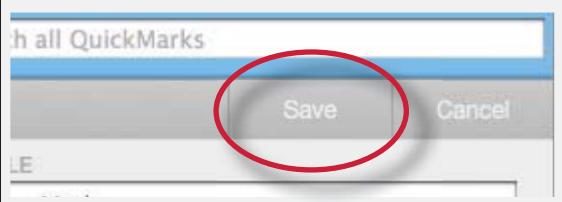
<b>To create a new QuickMark from a regular comment made to a paper:</b>	
1. Click on the <i>Comment</i> button on the side bar or click anywhere on the paper to add a comment to the paper	
2. Enter the comment description within the text field	

<b>To create a new QuickMark from a regular comment made to a paper:</b>	
3. Click on the <i>More Options</i> link	
4. Enter a title for the QuickMark. This title will be displayed on the paper.  Select a set to add this QuickMark to by clicking on the drop down menu below <i>Add to set</i> :  Note: QuickMark comments that are not added to a set will be located within <i>All</i> in the QuickMark manager	
5. Click <i>Save</i> to save the new QuickMark comment	

## Editing QuickMark Comments

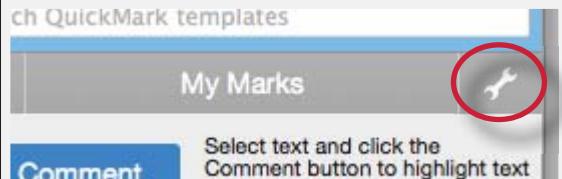
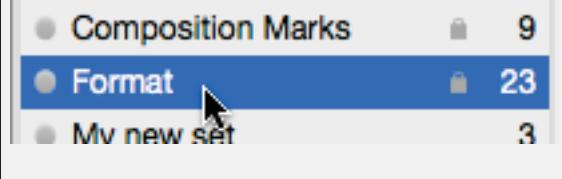
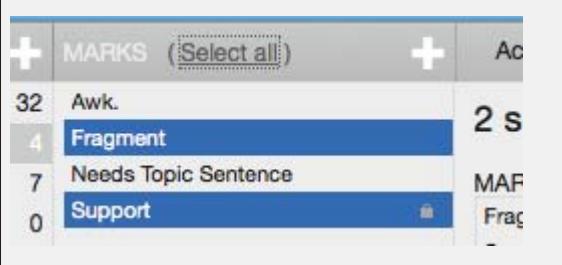
QuickMark comments can be edited from within the QuickMark Manager. Any edits that are made to a QuickMark are applied to every instance where this mark appears in your students' papers.

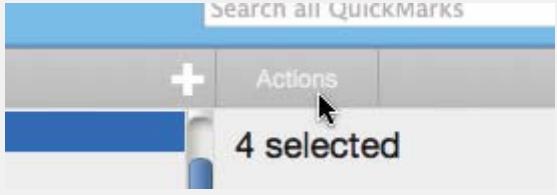
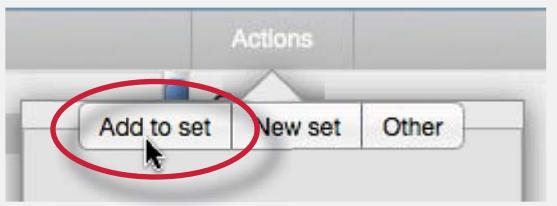
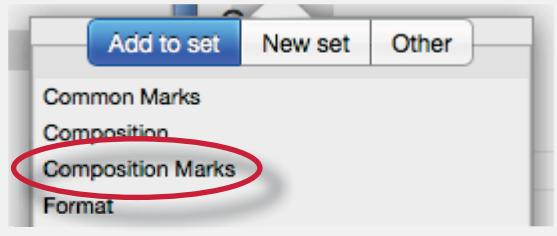
<b>To edit a QuickMark comment:</b>	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the name of the QuickMark set containing the mark to edit. Then click on the QuickMark you would like to edit  Note: If a lock icon appears next to a QuickMark within the Marks list it cannot be edited. A lock icon indicates a QuickMark that is either shared by the account administrator or is provided by Turnitin.	

<b>To edit a QuickMark comment:</b>	
3. An <i>Edit</i> button will appear in the top right corner of the QuickMark manager. Click the <i>Edit</i> button to edit the QuickMark	
4. Edit the information for the mark	
5. Click <i>Save</i> to save the changes made to the mark in this QuickMark set	

## **Copying Marks to an Existing Set**

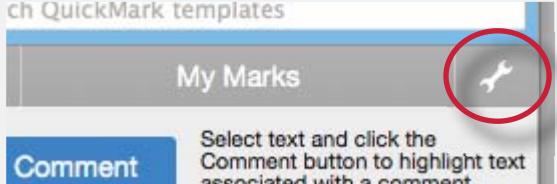
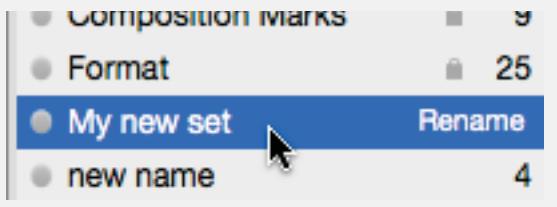
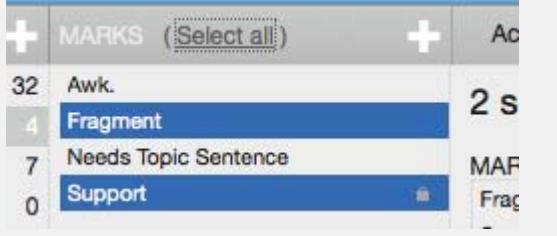
Marks within a QuickMark set can be copied to existing QuickMark sets.

<b>To copy a mark to an existing QuickMark set:</b>	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click the name of the QuickMark set containing the mark (s) to copy	
3. Select the marks to copy. Multi select within the QuickMark manager can be done by holding the command button (for Mac users) or control button (for PC users) while selecting marks. To select all the marks click on the <i>Select all</i> link	

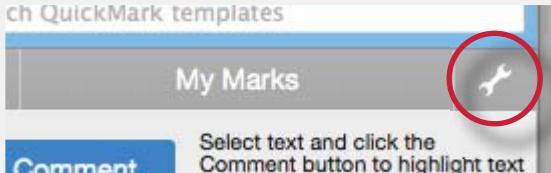
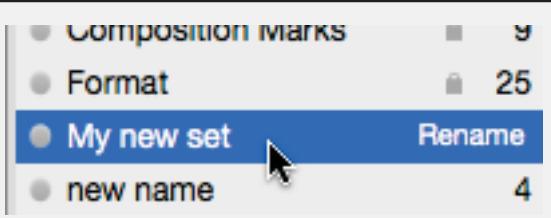
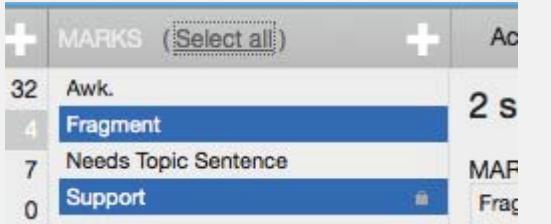
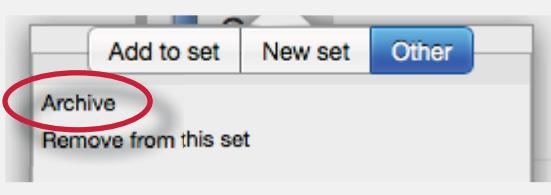
<b>To copy a mark to an existing QuickMark set:</b>	
4. Click on the <i>Actions</i> link under the search field	
5. Click on the <i>Add to set</i> button	
6. Select the set from the list that you would like to add the marks to	

## Archiving or Removing a QuickMark from a Set

A QuickMark can not be completely deleted from the system but may be removed from all active sets and archived.

<b>To remove marks from a QuickMark set:</b>	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the name of a QuickMark set	
3. Select the marks to remove	

<b>To remove marks from a QuickMark set:</b>	
4. Click on the <i>Actions</i> link to the right of the Marks column header and click on the <i>Other</i> button	
5. Click on the <i>Remove from this set</i> option	

<b>To remove a QuickMark from all sets and archive it:</b>	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the name of a QuickMark set	
3. Select the marks to remove	
4. Click on the <i>Actions</i> link to the right of the Marks column header and click on the <i>Other</i> button	
5. Click on the <i>Archive</i> option	

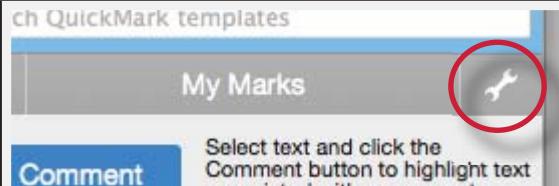
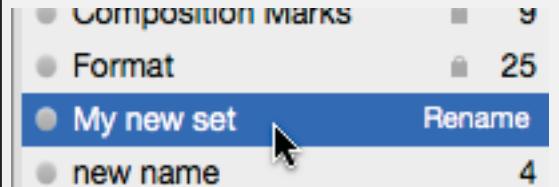
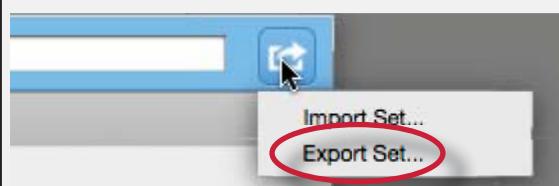
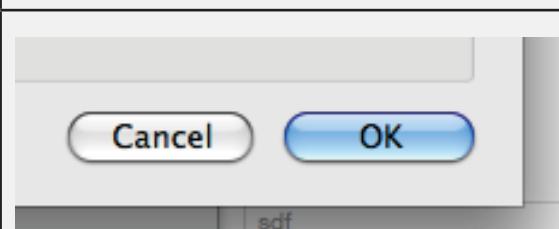
**Note:** A QuickMark with a lock symbol to the right of its name in the MARKS list cannot be removed from the Turnitin provided sets: Composition, Format Punctuation, and Usage.

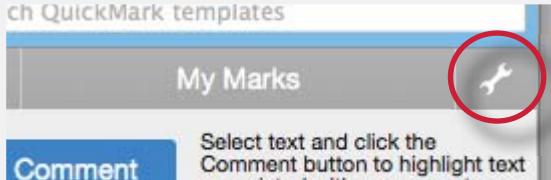
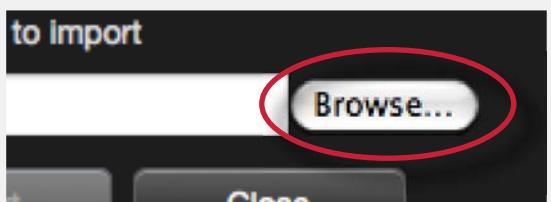
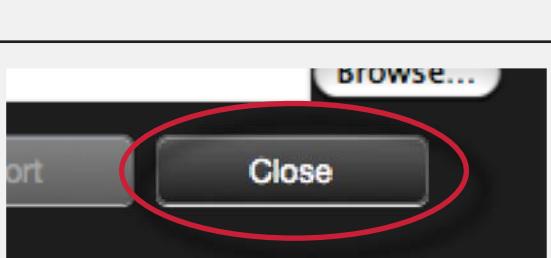
**Warning:** Archiving a QuickMark will remove it from all QuickMark sets in the QuickMark Manager.

**Warning:** Instructors may only add, delete, copy, or edit QuickMark sets and marks that they own. QuickMark sets with a lock icon to the right of the set name cannot be modified and are provided by Turnitin or the account administrator.

## Exporting and Importing QuickMark Sets

Within the QuickMark Manager instructors can export QuickMark sets to share with other instructors or import QuickMark sets to use when grading papers with GradeMark. Unlike sharing, once a QuickMark set has been imported into an account it is then owned by that instructor who may then make any desired changes to the QuickMark comments.

To export QuickMark sets:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the name of a QuickMark set to export	
3. Click on the import/export button and select <i>Export Set...</i> from the drop down menu	
4. A prompt will appear asking if you would like to save the file, click OK to save the file. The file name will be the QuickMark set name with .qms appended.	

<b>To import QuickMark sets:</b>	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the import/export button and select <i>Import Set...</i> from the drop down menu	
3. Click on the <i>Browse</i> button and locate the QuickMark set file on your computer. Only .qms file types may be imported into the QuickMark manager	
4. Click on the <i>Import</i> button	
5. To import additional QuickMark sets repeat steps 3-4.	
6. Click the <i>Close</i> button to return to the QuickMark Manager	

## Rubric Scorecards

Rubric scorecards can be used to evaluate student work based on defined criteria and scales. The rubric scorecards can be created by the account administrator and shared to all instructors on an account. Instructors can also create and share rubric scorecards, allowing other instructors to upload the rubric scorecard to their classes.

There are three rubric types:

**Standard rubric** - allows you to enter scale values and criteria percentages. The maximum value for the Standard rubric will be the same as the highest scale value entered

**Custom rubric** - allows you to enter any value directly into the rubric cells. The maximum value for the Custom rubric will be the sum of the highest value entered in each of the criteria rows

**Qualitative rubric** - allows you to create a rubric that has no numeric scoring

To create a standard rubric scorecard:	
1. Click on the <i>Rubric</i> icon below the GradeMark sidebar	
2. Click on the Rubric Manager icon	
3. Click on the Rubric list icon	
4. Select <i>Create new rubric</i> from the drop down menu	
5. Enter the Rubric name in the top left of the rubric manager	